BYLAWS OF THE MISSOURI SEISMIC SAFETY COMMISSION

Adopted June 6, 1996

ARTICLE I. Name, Authority and Location

Section 1. Name. The name of this organization is Missouri Seismic Safety Commission, herein termed the Commission.

Section 2. Authority. The authority of the Commission was established by Revised Statute of Missouri (RSMo) Sections 44.225 through 44.237 also known as the A Seismic Safety Commission Act. @ No portion of these bylaws nor standing rules of the Commission shall be allowed to supersede or conflict with applicable statutes, rules and regulations of the State of Missouri.

Section 3. Location. The principal office and regular place for the transaction of business of this Commission shall be the Missouri State Emergency Management Agency office at 2302 Militia Drive, P.O. Box 116, Jefferson City, Missouri 65102. Commission meetings and hearings may be held from time to time at various locations within the state of Missouri, as deemed appropriate by the Commission.

ARTICLE II. Membership

Section 1. Voting Members. The voting membership of this Commission shall consist of the Commissioners duly appointed by the Governor of Missouri, and confirmed by the Senate of the State of Missouri or appointed by the President Pro Tem of the Senate or appointed by the Speaker of the House.

Section 2. Ex-officio Members. The Commission may appoint ex-officio members to advise the Commission. The appointment of ex-officio members shall be subject to a majority vote of the Commissioners. An ex-officio member shall have none of the Commissioners' rights nor responsibilities, other than voting responsibilities within their respective committee.

Officers

- Section 1. Officers. The elective officers of the Commission shall be the Chairman, Vice Chairman, Secretary, and any other officers the Commission resolves by election. No Commissioner shall hold more than one elective office.
- Section 2. Term of Office. Each of the elective officers of the Commission shall be elected for a term of one (1) year and shall serve until the successor is elected and qualified. No elective officer of the Commission may be eligible to serve more than two (2) consecutive terms in the same office.
- Section 3. Candidates. The Nominating Committee shall solicit candidates from the Commissioners. The Nominating Committee shall submit the list of candidates for each office to the voting membership at least ten (10) days prior to the meeting at which the officers are to be elected. Nominations from the floor on the day of election will be accepted.
- Section 4. Elections. The Commission shall elect the officers at the last meeting of each calendar year. If there is but one candidate for each office to be filled, the election may be by acclamation. If there is more than one candidate for each office, the election shall be by ballot vote conducted by the Nominating Committee.
- Section 5. Vacancies. Upon the death, resignation, or dismissal of any Officer, such office shall become vacant, and shall be filled for the unexpired term by appointment of the Coordinating Committee.

Section 6. Duties of the Officers.

- a. Chairman. The Chairman shall preside at all meetings of the Commission, shall be the Chairman of the Executive Committee, and shall be an ex-officio member, without vote, of all committees, except the Nominating Committee.
- b. Vice-Chairman. The Vice-Chairman shall assist the Chairman in the performance of the details and duties of his/her office, in the temporary absence or inability of the Chairman, shall act as Chairman and perform the duties for the time being, and shall be the Chairman of the Coordinating Committee.
- c. Secretary. The Secretary shall record and preserve the minutes of all meetings of the Commission; shall maintain a list of the membership; shall keep all Commission documents which come to him/her officially; shall sign all documents requiring signature; shall handle all Commission correspondence; and keep a file of all Commission correspondence.

In the temporary absence or inability of the Chairman and Vice-Chairman, simultaneously, the Secretary shall call meetings to order, and call for a motion to elect a Chairman pro-tem.

ARTICLE IV. Meetings

- Section 1. General Meetings. The Commission shall meet at least two (2) times in each calendar year. Additional meetings of the Commission may be held as determined necessary by the Chairman subject to the approval of the Executive Committee. Meetings shall conform to all applicable statutes of Missouri, especially Section 610 RSMo, commonly referred to as the Sunshine Law.
- Section 2. Notice of Meetings. All members shall be notified by mail, E-mail or facsimile at least seven (7) days in advance of General Meetings.
- Section 3. Emergency Meetings. An emergency meeting of the Commission may be called by the Chairman, without advance notice or prior approval of the Commission, in the event of an earthquake or as ordered by the Governor. An Emergency meeting of the Commission may be held by telephone conference call provided a quorum can be obtained.
- Section 4. Quorum. A quorum of the Commission for the transaction of business shall consist of nine (9) members of the Commission, in accordance with RSMo 44.227. A quorum of the Commission is necessary to open business, but a lesser number may adjourn. Proxies shall not be given or voted.

ARTICLE V. Committees

Section 1. Executive Committee

- a. Composition. The Executive Committee shall consist of the Officers of the Commission. The Chairman of the Commission shall serve as the Chairman of the Executive Committee.
- b. Duties and Responsibilities. The Executive Committee shall have general supervision of the business and affairs of the Commission between its business meetings, make recommendations to the Commission, and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Commission, and none of its deeds shall conflict with action taken by the Commission.
- c. Meetings. The Executive Committee shall meet at the call of the Chairman or of the majority of the committee members. A quorum shall consist of a majority of the Committee members.

Section 2. Coordinating Committee.

- a. Composition. The Coordinating Committee shall consist of the Officers of the Commission and a representative of each standing committee, excluding the Nominating Committee. The Vice-Chairman of the Commission shall serve as the Chairman of the Coordinating Committee.
- b. Duties and Responsibilities. The Coordinating Committee shall assemble and develop products of the Commission and shall recommend Standing Committee responsibilities for regular Commission meetings. The Coordinating Committee shall be subject to the orders of the Commission, and none of its deeds shall conflict with action taken by the Commission.
- c. Meetings. The Coordinating Committee shall meet at the call of its Chairman or upon written request of the majority of the committee members. A quorum shall consist of a majority of the Committee members.
- Section 3. Standing Committees. Standing Committees may be established or revised or ended by the Commission. Standing Committees presently consist of the Committees for: Building Codes, Land Use and Planning; Geoscience; Preparedness, Response and Recovery; and Public Awareness and Education.
- a. Members. Members of the Standing Committees shall consist of the voting and ex-officio members of the Commission.
- b. Chairman. The Chairman of each Standing Committee shall be a voting member of the Commission, elected by the other voting members of that committee. The Chairman shall serve for a term of one (1) year or until a successor is elected and certified. The Chairman shall be elected at the first meeting following the election of Officers.
- Section 4. Nominating Committee. The Nominating Committee shall consist of the three (3) Commissioners selected by the Coordinating Committee, who do not currently hold an office. The Chairman of the Nominating Committee shall be elected by the Nominating Committee members.
- Section 5. Ad Hoc Committees. Other committees may be established by the Commission or by the Commission Chairman. These committees may be comprised of members of the Commission and interested public and private groups. The Chairmen of these committees shall be a voting member of the Commission.

ARTICLE VI.
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with the statutes, rules and regulations of the state of Missouri nor with these bylaws nor with any special rules of order the Commission may adopt.

ARTICLE VII. Amendment of Bylaws

Section 1. Introduction. Amendments may be proposed by a majority of the Coordinating Committee, or by a written petition of at least four (4) of the Commissioners presented at a regular Commission meeting.

Section 2. Adoption. Adoption of amendments shall be by a two-thirds (2/3) affirmative majority of the membership at a regular Commission meeting, providing the proposal to amend had been introduced at a regular Commission meeting prior to being considered at the next stated meeting, and further, provided that notice to the members of the proposal to amend has been given at least ten (10) days in advance of the meeting at which a vote is to be taken.

ACRONYMS FOR MISSOURI SEISMIC SAFETY COMMISSION

ACE American Council on Education

ACE Army Corps of Engineers

AIA American Institute of Architects (SAVE Coalition)

APWA American Public Works Association

ARC American Red Cross

ARES Amateur Radio Emergency Services

ARRL Amateur Radio Relay League

ASCE American Society of Civil Engineers (SAVE)

ATC Applied Technology Council

BAREPP Bay Area Regional Earthquake Preparedness Project

California Office of Emergency Services

BOCA Building Officials and Code Administrators

BOCA Code Building Code developed by above

BSSC Building Seismic Safety Council

CBI Computer Based Instruction

CCA Comprehensive Cooperative Agreement (See PPA/CA)

(Now known as EMPG)

CCP Casualty Collection Point (Health Dept.)

CDI Computer Disk Interactive

CDC Centers for Disease Control

CDRG Catastrophic Disaster Response Group (See FRP)

CECMO Consulting Engineers Council of Missouri (SAVE)

Acronym List -

Missouri Seismic Safety Commission

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CEM Comprehensive Emergency Management

CEO Chief Executive Officer or Chief Elected Official

CERI Center for Earthquake Research and Information

University of Memphis

CERT Community Emergency Response Team

CES Center for Earthquake Studies (Cape Girardeau) (Closed 2002)

CFO Chief Fiscal Officer

CFR Code of Federal Regulations

CISM Critical Incident Stress Management

CIVEX Civilian Exercise

CMA Chemical Manufacturers Association

COE Corps of Engineers

COG Continuity of Government

CONUS Continental United States

CONUSA Continental United States Army

CRS Community Rating System (Fire Insurance Rates)

CSDP Chemical Stockpile Disposal Program

CSEPP Chemical Stockpile Emergency Preparedness Program

CSR Code of State Regulations

CSSC California Seismic Safety Commission

CUSEC Central United States Earthquake Consortium

Acronym List -

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CUSEIS Central United States E.Q. Intensity Scale

CSTI Californian Specialized Training Institute

University of California -San Luis Obispo

DAC Disaster Assistance Center

DAE Disaster Assistance Employee

DED Missouri Department of Economic Development

DESE Missouri Department of Elementary and Secondary

Education

DCO Defense Coordinating Officer (see FRP)

DC & W Direction, Control, and Warning (old CCA Program)

DFIRM Digital Flood Insurance Risk Map

DFO Disaster Field Office

DHE Missouri Department of Higher Education

DMAT Disaster Medical Assistance Team

DMH Missouri Department of Mental Health

DMORT Disaster Mortuary Team (see NDMS)

DNR Missouri Department of Natural Resources

DNR-DEQ Missouri Department of Natural Resources -

Division of Environmental Quality

DNR-DOE Missouri Department of Natural Resources -

Division of Energy

DNR-DGLS Missouri Department of Natural Resources -

Division of Geology and Land Survey

Acronym List -

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DOA Missouri Department of Agriculture

DOC Department of Commerce (U.S.)

DOC Missouri Department of Corrections

DOCons Missouri Department of Conservation

DOD Department of Defense (U.S.)

DOE Department of Energy (U.S.)

DOEd Department of Education (U.S.)

DOH Missouri Department of Health

DOI Department of Interior (U.S.)

DOI Missouri Department of Insurance

DOJ Department of Justice (U.S.)

DOL Department of Labor (U.S.)1

DOLIR Missouri Dept. of Labor and Industrial Relations

DOMS Department of Military Support (U.S. DOD)

DOR Missouri Department of Revenue

DOS Department of State (U.S.)

DOT Department of Transportation (U.S.)

DPIG Disaster Planning and Improvement Grant (old CCA

Program)

DPS Missouri Department of Public Safety

Aconym List -

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DPS-DFS Missouri Department of Public Safety -

Division of Fire Safety (Fire Marshall)

DPS-DHS Missouri Department of Public Safety -

Division of Highway Safety

DRO Disaster Recovery Operations

DSS Missouri Department of Social Services

DSS-DOA Missouri Department of Social Services -

Division of Aging

DSS-DFS Missouri Department of Social Services -

Division of Family Services

DSS-DYS Missouri Department of Social Services -

Division of Youth Services

EAS Emergency Alert System (formerly EBS - Emergency Broadcast

System)

EENET Emergency Education NETwork

EERI Earthquake Engineering Research Institute (San Fran)

EICC Emergency Information and Coordination Center (D.C.)

EMA Emergency Management Assistance (CCA Program)

EMERS Emergency Management Exercise Reporting System

EMI Emergency Management Institute (Emmitsburg, MD)

EMPG Emergency Management Program Grant (See CCA or

PPA/CA)

EMS Emergency Medical System (or Services)

EMT Emergency Management Training (CCA Program)

Acronym List -

Missouri Seismic Safety Commission

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EO Executive Order

EOC Emergency Operations Center

EPA Environmental Protection Agency

ERT Emergency Response Team (See FRP)

ERT-A Emergency Response Team -Advanced (See FRP)

ESF Emergency Support Functions (See FRP)

EST Emergency Support Team (See FRP)

ESSC Enhanced Seismic Safety Report (PPA/CA Mandated)

FAA Federal Aviation Administration

FBI Federal Bureau of Investigation

FCC Federal Communications Commission

FCO Federal Coordinating Officer (See FRP)

FEMA Federal Emergency Management Agency

FHWA Federal Highway Administration

FIA Federal Insurance Administration

FORSCOM Forces Command, Department of Defense

FRERP Federal Radiological Emergency Response Plan

FRP Federal Response Plan

FRS Field Reporting System

FTS Federal Telecommunications System

Acronym List -

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FYP or 5YP Five Year Plan for E.Q. Program (PPA/CA Mandated)

GSA General Services Administration

GEAC Governor's Earthquake Advisory Council

Arkansas Advisory Panel

GEHSTAP Governor's Earthquake Hazards and Safety Technical

Advisory Panel - Kentucky's Seismic Advisory Group

GIS Geographic Information System

HAZMAT Hazardous Materials

HAZ MIT Hazard Mitigation

HAZUS FEMA Loss Estimation Computer Program (EQ Only)

HHS Department of Health and Human Services

HUD Department of Housing and Urban Development

IA Individual Assistance (formerly IFG)

IAFC International Association of Fire Chiefs

IBC International Building Code (Effective 2,000 C.E.)

ICBO International Conference of Building Officials

ICC Interstate Commerce Commission

ICS Incident Command System

ICS/EOC Incident Command System/Emergency Operations Center

IEMC Integrated Emergency Management Course

IEMS Integrated Emergency Management System

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IFG Individual Family Grant (for Disaster relief - See IA)

ITIC International Tsunami Information Center

JCS Office of Joint Chiefs of Staff, Dept. of Defense

JIC Joint Information Center

JIS Joint Information System

LEPC Local Emergency Planning Committee

LEOP Local Emergency Operating Plan(s)

MABOI Missouri Association of Building Officials and

Inspectors (potential SAVE participant)

MAE Center Mid-America Earthquake Center (University of Illinois)

MAPINFO Geographic Information System used by SEMA

MARS U.S. Army Military Affiliate Radio System

MCEER Multi-disciplinary Center for Earthquake Engineering

Research

(formerly NCEER - located at State University of New York- Buffalo)

MEPA Missouri Emergency Preparedness Association

MERC Missouri Emergency Response Commission

MHTD Missouri Highway and Transportation Department (Now MoDOT)

MFDA Missouri Funeral Directors Association

MIT Mitigation (Old CCA Code)

MMI Modified Mercalli Intensity (Scale)

MOA Memorandum of Agreement

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MOANG Missouri Air National Guard

MoDOT Missouri Department of Transportation

MOANG Missouri Army National Guard

MOU Memorandum of Understanding

MOVOAD Missouri Voluntary Organizations Active in Disasters

MPA Missouri Pilots Association

MRE Meals Ready to Eat

MSCA Military Support to Civil Authorities (see MONG)

MSCE Missouri Society of Civil Engineers (SAVE)

MSHP Missouri State Highway Patrol

MSPE Missouri Society of Professional Engineers (SAVE)

MSSC Missouri Seismic Safety Commission

MSU Memphis State University (now University of Memphis)

MSWP Missouri State Water Patrol

NASA National Warning System

NCC National Coordinating Center (see FRP)

NCCEM National Coordinating Council on Emergency Management

NCEER National Center for Earthquake Engineering Research

State University of New York at Buffalo (Now MCEER)

NCS National Communications System

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NDMS National Disaster Medical System

NEHRP National Earthquake Hazards Reduction Program

NECC National Emergency Coordination Center (FEMA)

NEIC National Earthquake Information Center (Golden, CO)

NEIS National Earthquake Information System (NEIC)

NETC National Emergency Training Center (Emmitsburg, MD)

NETAC National Earthquake Technical Advisory Contract

NESEC New England States Emergency Consortium

NIBS National Institute of Building Sciences

NFA National Fire Academy (Emmitsburg, MD)

NFDA National Funeral Directors Association

NFIP National Flood Insurance Program

NGB National Guard Bureau

NHC Natural Hazards Center (formal name is

Natural Hazards Research and Applications Information Center -

U.of Colorado - Boulder)

NIUSR National Institute for Urban Search and Rescue

NIMH National Institutes of Mental Health

NIST National Institute of Standards and Technology

NMSZ New Madrid Seismic Zone

NOAA National Oceanic and Atmospheric Administration

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NRC Nuclear Regulatory Commission

NSF National Science Foundation

NSZ Nemaha Seismic Zone (a.k.a. Nemaha Uplift)

NVOAD National Voluntary Organizations Active in Disasters

NWS National Weather Service

OA Other Assistance Programs (PPP, RADEF, RMIC)

OA Office of Administration

OA - D&C Office of Administration/Design and Construction

OAS Organization of American States (See US-LAP)

OENH Office of Earthquake and Natural Hazards - FEMA

National H.Q. - Now part of the Mitigation Branch

OFDA Office of U.S. Foreign Disaster Assistance

OMB Office of Management and Budget

OSHA Occupational Safety and Health Act

PA Public Assistance (for Disaster relief)

PAE Public Awareness and Education (Old CCA Code)

PAHO Pan American Health Organization (See US-LAP)

PAO Public Affairs Officer

PDA Preliminary Damage Assessment

PDS Professional Development Series (EMI Program)

Acronym List -

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PEER Center Pacific Earthquake Engineering Research

Center

(at University of California at Berkeley)

PHS U.S. Public Health Service (Dept HHS)

P.I. Project Impact (FEMA Mitigation Program)

PIO Public Information Office

P.L. Public Law

POC Public Officials Conference

PPA/CA Performance Partnership Agreement/Comprehensive

Agreement

(formerly CCA)

PPD Program Planning and Development (Old CCA Code)

PPP Population Protection Planning (Old CCA Program)

PRP Preparedness and Response Planning (Old CCA Code)

PSC Public Service Commission

RACES Radio Amateur Civil Emergency Services

RADEF Radiological Defense (Old CCA Program)

RD Regional Director (FEMA)

REACT Regional Emergency Associated Communication Team

REP Radiological Emergency Preparedness (Nuclear Plants)

RERO Radiological Emergency Response Operations

RMIC Radiological Maintenance & Instrument Calibration-

(Old CCA Program)

ROC Regional Operations Center (FEMA-Region/see FRP)

Acronym List -

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ROST Regional Operations Support Team (see FRP)

RSM or RSMo Revised Statutes of Missouri

SAR Search and Rescue

SARA Superfund Amendment and Reauthorization Act

SAVE Coalition Structural Assessment and Visual Evaluation Coalition - ATC-20

Inspections

SBA Small Business Administration (See DOC)

SCEPP Southern California Earthquake Preparedness Project

California Office of Emergency Services

SCM Survivable Crisis Management

SCO State Coordinating Officer (see FRP)

SBC Standard (or Southern) Building Code (by SBCC)

SBCC Southern Building Code Congress

SEMA State Emergency Management Agency

SEMSU Southeast Missouri State University - Cape Girardeau

SEOP State Emergency Operations Plan (State Plan)

SFMAP Statewide Fire Mutual Aid Plan

SITREP Situation Report

SLE State and Local Exercise

SLU Saint Louis University

SOFTRISK Emergency Management Computer System of Disaster

Tracking - Used by SEMA

Acronym List -

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SOP Standard Operating Procedure

SOW State of Work (part of CCA)

TTT Train-the-Trainer

TREAS Department of the Treasury

TVA Tennessee Valley Authority

UBC Uniform Building Code (by ICBO)

UMC University of Missouri - Columbia

UMR University of Missouri - Rolla

UMSL University of Missouri - St. Louis

USACE United States Army Corps of Engineers

USAF United States Air Force

USAR Urban Search and Rescue

USCG United States Coast Guard

USDA United States Department of Agriculture

USFA United States Fire Administration

USGS United States Geological Survey

US-LAP United States - Latin American Partnership

CUSEC - OAS joint exchange program

USN United States Navy

USPS United States Postal Service

VA Department of Veterans Affairs

Acronym List -

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VTA Volunteers in Technical Assistance

WU or Wash U. Washington University

WEM Workshop in Emergency Management

WSSPC Western States Seismic Policy Council